



Medical Assistance Administration



First Steps Childcare Program

(WAC 388-533)

Billing Instructions

1-888-889-7514

August 2001



About this publication

This publication supersedes all previous First Steps Childcare Billing Instructions.

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Important Contacts

Where do I send the First Steps Childcare Billing Form?

DSHS - MAA
First Steps Childcare
PO Box 45730
Olympia WA 98504-5730

How do I obtain copies of the following DSHS Forms and Publications?

- Choosing Childcare Pamphlet
DSHS 22-859(x) or DSHS 72-859(x)SP
- FSCC Billing Form
DSHS 14-316(x)
- FSCC Background Check Form
DSHS 15-253(x)

Write/Fax/E-mail/Website:
(must use street address not PO Box)
Forms and Records Management
Mailstop: 45805
PO Box 45805
Olympia, WA 98504-5805
Fax: (360) 586-1049
Email: dshsfpw@dshs.wa.gov
<http://www.wa.gov/dshs/geninfo/pubform.html>

How do I obtain a W-9 Form?

Call: Internal Revenue Service
1-800-829-FORM (3676)

Where do I direct questions regarding?

First Steps Childcare Program:
Contact your agency's First Steps Coordinator

Website: <http://maa.dshs.wa.gov>
(First Steps link)
E-mail: firststeps@dshs.wa.gov
Fax: (360) 586-1951

MAA's First Steps Childcare
(888) 889-7514

Information on licensed childcare agencies:

Childcare Resource and Referral Agency
(800) 446-1114
-or-
DSHS
Division of Childcare and Early Learning
(360) 902-8044

What is the fax number for First Steps Childcare Special Needs approval?

Fax: (360) 586-1951

How do I obtain copies of Billing Instructions or Numbered Memorandum?

Check out our website at:
<http://maa.dshs.wa.gov>

Write/Call:
Provider Relations Unit
PO Box 45562
Olympia, WA 98504-5562
(800) 562-6188

Definitions

This section defines terms and acronyms used throughout these billing instructions.

Background Check Central Unit (BCCU)

The centralized unit established by the Department of Social and Health Services (DSHS) that performs background checks as directed by the Washington state legislature. [WAC 388-533-1000(1)(b)]

Childcare – See First Steps Childcare.

Client – An applicant for, or recipient of, DSHS medical care programs.

Community Services Office (CSO) - An office of the department that administers social and health services at the community level. [WAC 388-500-0005]

Department - The state Department of Social and Health Services (DSHS). [WAC 388-500-0005]

First Steps Childcare - Childcare funded through the First Steps Program for the care of children of pregnant or postpregnancy women who are attending appointments for outpatient Medicaid-covered services. (See page 3 “*Who may provide First Steps Childcare*” for further information.)

Healthy Options - See Managed Care. (WAC 388-500-0005)

Managed Care – A prepaid comprehensive system of medical and health care delivery including preventive, primary, specialty, and ancillary health services. [WAC 388-538-050]

Maternity Case Management (MCM) -

Services which will assist individuals eligible under the Medicaid state plan to gain access to needed medical, social, educational, and other services (SSA 1915[g]). Maternity case management includes the following and is done in a prescribed and accountable manner:

- Advocacy and linkage with community resources;
- Comprehensive and on-going identification of needs (medical, social and educational); and/or
- Development and implementation of a detailed plan of services and related activities for the client.

Maternity Support Services (MSS) -

Preventive health services for pregnant/postpartum women including: assessment, education, intervention and counseling provided by an interdisciplinary team of community health nurses, nutritionists, and psychosocial workers, childbirth education, and authorization of child care. Community health worker visits may also be provided.

Maximum Allowable - The maximum dollar amount a provider may be reimbursed by MAA for specific services, supplies, or equipment.

Medicaid - The federal aid Title XIX program under which medical care is provided to persons eligible for:

- Categorically needy program as defined in WAC 388-503-0310 and 388-511-1105; or
- Medically needy program as defined in WAC 388-503-0320.
(WAC 388-500-0005)

Medical Assistance Administration

(MAA) - The administration within DSHS authorized by the secretary to administer the acute care portion of the Title XIX Medicaid and state-funded medical care programs, with the exception of certain nonmedical services for persons with chronic disabilities.

Medical Identification Card – The form DSHS uses to identify clients of medical programs. Also known as DSHS Medical ID cards, these cards are good only for the dates printed on them. Clients will receive a Medical ID card in the mail each month they are eligible.

Medically Necessary - A term for describing requested service that is reasonably calculated to prevent, diagnose, correct, cure, alleviate, or prevent worsening of conditions in the client that endanger life, cause suffering or pain, result in an illness or infirmity, threaten to cause or aggravate a handicap, cause physical deformity or malfunction, and there is no other equally effective, more conservative or substantially less costly course of treatment available or suitable for the client requesting the service.

Patient Identification Code (PIC) – An alphanumeric code that is assigned by MAA to each client. The PIC consists of:

- First and middle initials (or a dash (-) must be entered if the middle initial is not indicated).
- Six-digit birthdate, consisting of numerals only (MMDDYY).
- First five letters of the last name (and spaces if the name is fewer than five letters).
- Alpha or numeric character (tiebreaker).

Postpregnancy or Postpartum – The period of time after the pregnancy ends (includes live birth, still birth, miscarriage or pregnancy termination), through the end of the month that includes the 60th day from the end of the pregnancy.

[WAC 388-533-1000(1)(a)]

Program Support, Division of (DPS) – The division within MAA responsible for providing administrative services for the following:

- Claims Processing;
- Family Planning Services;
- First Steps;
- Field Services;
- Managed Care Contracts;
- Provider Relations; and
- Regulatory Improvement.

Title XIX - The portion of the federal Social Security Act that authorizes grants to states for medical assistance programs. Title XIX is also called Medicaid.

Washington Administrative Code (WAC)
- Codified rules of the State of Washington.

First Steps Childcare

What is the purpose of the First Steps Childcare Program?

[Refer to WAC 388-533-1000]

The purpose of the First Steps Childcare Program is to fund childcare for children in order to enable their pregnant or postpregnancy mothers to access prenatal care or other outpatient Medicaid-covered services. The Medical Assistance Administration (MAA) reimburses authorized First Steps Childcare providers for childcare provided to children of pregnant or postpregnancy mothers when no other childcare resources are available (subject to the exceptions, restrictions, and other limitations in these billing instructions).

Who may provide authorized First Steps Childcare?

[Refer to WAC 388-533-1000(7)]

MAA reimburses for authorized First Steps Childcare when provided by any of the following, (subject to the limitations and restrictions listed in these billing instructions):

- A licensed childcare home, center, facility, or foster home; and
- A friend, neighbor, or relative (other than those listed on page 4), who is unlicensed and:
 - ✓ Has qualified based on a background check conducted **prior to providing the childcare** (see page 10);
 - ✓ Is 18 years of age or older; and
 - ✓ Has a valid Social Security number; or
 - ✓ Is authorized to work in the United States.

<p>The Medical Assistance Administration <u>strongly</u> recommends clients use licensed childcare providers.</p>

Who is not eligible to provide First Steps Childcare?

[Refer to WAC 388-533-1000(8)]

The following individuals are **not eligible** to provide First Steps Childcare:

- The spouse of the client;
- The partner of the client;
- The father of the baby, babies, or unborn(s);
- An unlicensed childcare provider whose background check is pending or who was disqualified due to the background check (see page 10); or
- Any person under 18 years of age.

Client Eligibility

Who is eligible to receive First Steps Childcare?

[Refer to WAC 388-533-1000(2)]

A client is eligible to receive First Steps Childcare for her children if she:

- A. Meets one of the following criteria:
 - Is pregnant;
 - Is within the postpregnancy period; or
- B. Presents a current DSHS Medical ID card with **one** of the following identifiers:
 - ✓ **CNP** – (Categorically Needy Program);
 - ✓ **CNP – CHIP** (Children’s Health Insurance Program);
 - ✓ **CNP – Emergency Medical Only**; or
 - ✓ **Children’s Health**;
- C. Requires one or more of the covered services listed on page 8;
- D. Demonstrates a need for childcare; **AND**
- E. Shows that no other childcare resources are available.



Note: If the client is pregnant but her DSHS Medical ID card does not list one of the above medical program identifiers, please refer the client to her local Community Services Office (CSO) to be evaluated for a possible change in her Medical Assistance program that would enable her to receive full scope maternity care and possibly First Steps Childcare.

Can a managed care client receive First Steps Childcare?

[Refer to WAC 388-533-1000(2)]

Yes! A client enrolled in a Healthy Options managed care plan is eligible for First Steps Childcare, **provided she meets the criteria listed on the previous page.** This service does not require a referral from the client's Healthy Options managed care plan. Use these billing instructions and the First Steps Childcare Billing Form to bill MAA directly. **Be sure to use the appropriate billing form and mailing address as specified in this billing instruction.**

A client enrolled in a managed care plan should have a Health Maintenance Organization (HMO) identifier in the HMO column on her DSHS Medical ID card.

Authorization

Who can authorize First Steps Childcare?

[Refer to WAC 388-533-1000(3)]

MAA allows only certain persons to authorize First Steps Childcare. Those persons **must** be familiar with the First Steps Childcare Program and know how to complete the required forms.

The following persons are eligible to authorize First Steps Childcare:

- Maternity Support Services (MSS) professional/paraprofessional agency staff members¹;
- Maternity Case Management (MCM) providers²;
- Community Services Office (CSO) social workers or designated staff members; and
- Other MAA-designated professional/paraprofessional persons.

MAA strongly encourages staff to emphasize the importance of a healthy and safe childcare environment PRIOR to authorizing childcare.

For further information on licensed childcare agencies, call:

Childcare Resource and Referral Agency

1-800-446-1114 or

Department of Social & Health Services

Division of Childcare and Early Learning

(360) 902-8044

Licensed Childcare Information System:

www.dshs.wa.gov/childcareinfo

¹ See WAC 388-533-0300(3) and (7) for details.

² See WAC 388-533-0350 for details.

When can First Steps Childcare be authorized for children of an eligible MAA client? [Refer to WAC 388-533-1000(4)]

First Steps Childcare may be authorized for a client's child(ren) during the client's pregnancy or postpregnancy period when the client pursues any of the following covered services for herself or her newborn child(ren).

- Childbirth education classes;
- Delivery/birth (during the mother's hospitalization);
- Dental care;
- Hospital procedures;
- Laboratory tests;
- Maternity Case Management (MCM) visits;
- Maternity Support Services (MSS) visits, including nursing, social work, nutrition, and Community Mental Health worker visits; and
- Medical visits;



Note: First Steps Childcare is authorized by the Maternity Case Manager if the client receives Maternity Case Management (MCM) services or by the Community Services Office (CSO) social worker or designated staff member if the client receives Maternity Support Services (MSS) only.

When is MAA prior approval required? [Refer to WAC 388-533-1000(5)]

First Steps Childcare authorized for a client's child(ren) for the following special needs requires approval by the MAA First Steps Childcare Coordinator or designee prior to providing the childcare:

- Bedrest for the pregnant client. (The authorizer must document in the client's file that the prenatal caregiver has verified that bedrest is necessary.)
- Neonatal Intensive Care Unit (NICU) required for a newborn(s) and the parent(s) is visiting the NICU. (The authorizer must document in the client's file that hospital staff has verified the parent is visiting the child regularly.)



Note: Childcare for NICU visits is available up to two months after the baby's birth. If a family needs continuing care, other childcare programs are available. For more information, contact the First Steps Clearinghouse at firststeps@dshs.wa.gov or leave a voice mail message at (360) 725-1666.



How do I request prior approval? [Refer to WAC 388-533-1000(6)]

Refer to page 14 – How to Complete the First Steps Childcare Billing Form.

When should First Steps Childcare not be authorized?

Do not authorize First Steps Childcare when:

- The nonlicensed childcare provider is disqualified due to MAA's Background Check screening (see page 10); or
- In the authorizing staff's judgment, the client's childcare plan (environment or individual) is unsafe. **If an alternate and safe plan cannot be developed, do not authorize First Steps Childcare.**

**Encourage a healthy and safe childcare environment.
Tell clients about the following brochure that is available from DSHS:**

Choosing Childcare – A Consumer Guide for Parents:
DSHS 22-859(x) SP (Spanish) or DSHS 22-859(x)

Write/Fax/E-mail/Website:

Forms and Records Management

PO Box 45805 MS: 45805

Olympia, WA 98504-5805

Fax: (360) 586-1049

dshsfpw@dshs.wa.gov

<http://www.wa.gov/dshs/geninfo/pubform.html>

Background Check Process [Refer to WAC 388-533-1000(9)]

The MSS/MCM staff assesses and establishes the client's need for childcare for medical appointments. The MSS/MCM staff works with the client to identify a childcare provider.

Each unlicensed individual childcare provider who a client designates to be a First Steps Childcare provider is subject to a background check under RCW 43.20A.710 and 74.15.030. First Steps Childcare will not be authorized by the MSS or MCM agency or CSO, or reimbursed by MAA, until MAA's background check has been completed on the unlicensed childcare provider. MAA requires a new background check for each unlicensed First Steps Childcare provider every two calendar years from the date of the first background check.



Note: Licensed providers have already qualified through a background check as part of their licensing process.

Per WAC 388-533-1000(9)(g) and (h),
MAA keeps confidential any nonconviction background information provided by the BCCU. (Conviction history is not confidential.)
At the individual's written request, DSHS may provide disqualified individuals with background check findings about themselves.

The background check process includes all of the following:

1. The unlicensed childcare provider completes and signs the First Steps Childcare Background Check form [DSHS 15-253(x)] (see address in the Important Contacts section to order forms). **All spaces** must be completed. The provider must write **"none"** in any space where there is no answer. The childcare provider's signature on the Background Check form authorizes the Background Check Central Unit (BCCU) to perform the background check.
2. The client returns the form to the MSS or MCM agency or CSO, or sends it directly to DSHS's Background Check Central Unit (BCCU) at the following address. **Failure to check that all spaces have an entry will result in a returned form and delay of payment.**

DSHS Background Check Central Unit (BCCU)
PO Box 45035
Olympia, WA 98504
Fax: (360) 902-0292

3. The BCCU performs a background check on the individual and provides the appropriate MSS or MCM agency or CSO with the results of the background check (“**Approved,**” “**Not Approved,**” or “**Needs Further Review**”).
 - If approved, the agency notifies the client of the outcome and continues with the First Steps Childcare authorization process.
 - If not approved, the agency must work with client to identify another childcare provider and complete the background check process for the new provider (if unlicensed).
 - For cases needing further review, BCCU notifies MAA and MAA makes the final determination and notifies the MSS or MCM agency or CSO in writing of the decision.

**For specific details about what is included in the
DSHS Background Check,
refer to
WAC 388-533-1000[9].**

Billing

What is the payment rate for First Steps Childcare?

MAA reimburses First Steps Childcare providers using the following payment chart:

Description	Per Hour, Per Child Rate	Maximum Per Day, Per Family
One child	\$3.00	\$30.00
Two or more children	\$3.00	Licensed \$75.00 Nonlicensed \$50.00

Example:

# of children		# of hours	Total Payment
1 child	x	3 hours @ \$3.00	= \$9.00
1 child	x	13 hours	= \$30.00
2 children	x	3 hours	= \$18.00
2 children	x	9 hours	= \$54.00 licensed \$50.00 nonlicensed
2 children	x	13 hours	= \$75.00 licensed \$50.00 nonlicensed

How long do First Steps Childcare providers have to bill?

[Refer to WAC 388-533-1000(11) and (12)]

To be reimbursed, authorized First Steps Childcare providers must submit claims for payment to MAA within 90 calendar days of the first date the childcare is provided.

MAA pays the childcare provider directly for First Steps Childcare services when the client and the client's designated First Steps Childcare provider meet all of the criteria in this billing instruction.

Does MAA reimburse Maternity Support Services providers for time spent authorizing childcare?

[Refer to WAC 388-533-1000(13)]

Yes!

- MAA reimburses MSS agencies separately for the time spent authorizing childcare through the First Steps Childcare program if the client is not receiving MCM services.
- MAA reimburses once per client, per pregnancy/postpregnancy period, when childcare is authorized. **Bill MAA using state-unique procedure code 0406M.**

Refer to MAA's Maternity Support Services Billing Instructions for further details.

How to Complete the First Steps Childcare Billing Form

Section I – Childcare Authorization

Section II – Client Information

- These sections are to be filled in by the client's Maternity Support Services (MSS) professional/paraprofessional, Maternity Case Manager (MCM), or CSO Social Worker responsible for the client's case. If directed by the professional, agency staff members may complete the form.
- These sections are to be filled out if your client needs to access the services listed in the box below. (If nonlicensed, proceed with background check process). **If the client needs to access bedrest or NICU, see page 15.**
- After Sections I and II have been filled out, give the original form, W-9, and approved Background Check (if nonlicensed) to the client and advise her when First Steps Childcare can be used. See chart below. The client will need a separate form, W-9, and Background Check for each childcare provider. Each form covers a maximum of 15 days.

Example of MAA Covered Appointments (up to two months after the end of the pregnancy)

Childbirth education classes
Delivery
Dental care
Family planning services
Hospital procedures
Laboratory tests

Maternity Case Management visits
Medical visits
Newborn medical visits
Nursing social work and nutritional
MSS visits

Section III – Special Needs Request for MAA Approval

(Completed by authorizing staff.)

- The following special needs **require approval** from MAA’s First Steps program staff **prior to authorizing First Steps Childcare**:
 - ✓ **Bedrest** (the authorizer must document in the client’s file that the prenatal caregiver has verified that bedrest is necessary); and
 - ✓ **Neonatal Intensive Care Unit (NICU)** (the authorizer must document in the client’s file that hospital staff has verified the parent(s) is visiting the newborn(s) regularly).
- Fill out Sections I, II, and III of the First Steps Childcare Billing Form. MAA requires the name and telephone number of the client’s prenatal care provider.
- Fax the completed billing form to:

MAA First Steps Childcare
Fax: (360) 586-1951



MAA’s First Steps Childcare Program Manager or designee will approve the special needs request by signing the form in Section III (DSHS approval signature) and will fax the approved billing form back to the agency.

You must keep a copy of the form for your records and give the original to the client. (Make sure to give the client enough forms to cover the needed time.) Maximum 15 days per form. The client will give the billing form and the W-9 to the First Steps Childcare provider.

Section IV – Childcare Information

(To be completed by the First Steps Childcare provider.)

- For payment to be made, fill in one line per MAA covered service appointment. See “Example of MAA Covered Appointments” on previous page. For MAA payment rate, see Billing, page 12. Round total time to the nearest 15 minutes.

<u>Rounding to the Nearest 15 Minutes</u>			
0-15 minutes	.25	31-45 minutes	.75
16-30 minutes	.5	46-60 minutes	1.0

Section V – Childcare Provider Information

(To be completed by the First Steps Childcare provider.)

- Check the “Yes” box if the state of Washington has issued the childcare provider a license to provide childcare for an in-home day care center, mini-center, facility, or foster home. If the childcare provider is not licensed with the state of Washington, check the “No” box.
- Print the First Steps Childcare provider’s last name, first name, and middle initial on line 1.
- Fill in the mailing address (street or post office box), city, and zip code and telephone numbers.
- If licensed, fill in the 9-digit Federal Tax Identification number.
- If not licensed, fill in the 9-digit social security number.
- Read the “Childcare Provider Certification and Signature” section, sign, and date the form.
- The provider should make a copy of the form and keep it in his/her records. In the event the original is lost in the mail, he/she will need this copy for verification of services provided.
- A W-9 (Request for Taxpayer Identification Number and Certification) must be on file with MAA for payment to be processed. This only needs to be done once for licensed and unlicensed childcare provider, unless name, Social Security Number, or Federal Tax Identification Number changes. To obtain a W-9 please call the Internal Revenue Service at 1-800-829-FORM (3676).



Note: For Medical Assistance covered appointments:

- The authorizer must complete sections I and II of the billing form; and
- The childcare provider must complete sections IV and V.



Note: For Special Needs requests:

- The authorizer must complete sections I, II, and III of the billing form; and then fax to the First Steps Childcare Coordinator and when approved gives it to the client.
- The childcare provider must complete sections IV and V.

Completion of these sections is **required** for the payment process to be completed.

Mail First Steps Childcare Billing Form to:

DSHS-MAA-FSCC
PO BOX 45730
OLYMPIA, WA 98504-5730

**Sample
Billing Form**

(Refer to Hardcopy)

**Sample
W9 Form**

(Refer to hard copy)

**Sample
Background Check Form**

(Refer to hard copy)